

Memorandum

To: CUNY Principal Investigators, RFCUNY Staff, CUNY Grants Officers, CUNY Administrators
From: The Research Foundation of the City University of New York
Subject: Time Off and Leave of Absence Key Changes
Date: December 10, 2025

The Research Foundation of the City University of New York (RFCUNY) is sending this memorandum to remind all individuals about important process changes related to the launch of OneRF. These changes include centralized processing of the absence calendar, how time off accruals will be managed, and eligibility for annual leave accrual.

As part of RFCUNY's evolution and transformation of our systems to OneRF (powered by Workday), we would like to inform you of several important changes impacting employees' time off and absences. These changes are designed to streamline the administration of time off accruals and absences by standardizing how time off and leave is tracked, applied, and managed across the organization. Please take a moment to read through the updates below:

Absence Calendar

OneRF will provide centralized processing for all time off and absence requests. Employees will be required to submit time off and absence requests electronically through OneRF's Absence Calendar. Approved time off will automatically flow to the employee's timesheet for payroll processing. Leave of absence requests will also be routed electronically for HR's approval. **Please note: in OneRF time off must be entered in the Absence Calendar and cannot be submitted through the timesheet.**

One Employee, One Balance

OneRF will introduce an employee-level approach to managing time off accruals. Accruals will no longer be tracked by grant or position. Instead, each employee will maintain a single annual leave balance and a single sick leave balance - regardless of the number of positions they hold. Employees may use their accrual balance throughout their employment at RFCUNY. Employees will still be required to use all of their annual leave accruals prior to separation. Principal Investigators and supervisors should continue to monitor leave usage to prevent excessive accumulation. Unused annual leave balances will be paid out at separation from a pooled account. Additional details on this process will be shared in the coming weeks.

Annual Leave Accruals Eligibility

In OneRF, annual leave eligibility will be determined solely by the employee's Primary Position. For employees holding multiple positions, if the Primary Position is eligible for annual leave, the employee will accrue annual leave, even if the additional positions are ineligible (e.g., On-Call, Temp, GRA, Part-Time Instructor).

Detailed job aids will be available for these processes when OneRF's human capital management functionality launches on December 15, 2025. Thank you for your attention, and if you have further questions not addressed in the information above, please do not hesitate to contact us using [our OneRF questions form](#).

It is important to note that **OneRF** will evolve RFCUNY's finance, grants management, procurement, and human resources systems. CUNY is undertaking a separate Workday implementation, called **CUNYWork**, which is scheduled to go live in January 2027 and is focused on the systems at the City University of New York and its campuses.

We appreciate your partnership. Thank you for your continued support during this important transition.